

ELECTIONS OFFICE SUPPORT SPECIALIST 1 (Temporary)**SUPERVISED BY:** Elections Director**RECEIVES WORK DIRECTION FROM:** Elections Director and Elections Staff**NATURE OF WORK**

Assist with various Election activities: customer service, assist voters, process absentee ballots, answer phones, provide election information to the public, prepare election materials, and general clerical duties as needed.

TYPICAL DUTIES AND RESPONSIBILITIES**(Including, but not limited to the following)**

- Answer questions regarding election services and assist voters with in-person absentee voting.
- Process absentee ballot requests, completed absentee ballots, and prepare absentee ballots for tabulation.
- Update absentee voter data in the Statewide Voter Registration System (SVRS).
- Screen phone calls, answer and respond to general inquiries or route calls to appropriate personnel, and monitor reception area.
- Assist in processing mail.
- Perform a wide range of clerical duties related to election operations.

MINIMUM QUALIFICATIONS: Must meet State Election Judge qualifications; eligible to vote in MN; must be at least 18 years of age; able to read, write, and speak English; and cannot be a candidate, or the spouse, parent, child or sibling of a candidate on the ballot.

MINIMUM EXPERIENCE: N/A

LICENSES/CERTIFICATIONS: Election Judge Training provided.

OTHER SPECIFICATIONS

- Excellent customer service skills, written and verbal.
- Able to deal with the public tactfully and courteously.
- Strong computer and keyboarding skills.
- Comfortable working with and serving a diverse population.
- Able to understand election laws, rules, and procedures.
- Able to handle stressful situations calmly.
- Fluency in Somali, Spanish or Hmong desired.
- Must remain impartial in conduct and speech.
- Attention to detail.
- Ability to follow directions and work independently.
- Ability to manage time effectively; be flexible; and work as a team member.
- Be available to work from June to December.

HOURS OF WORK:

Business hours, 8 hour shift; some extended hours over 8 hours daily or over 40 hours weekly, evenings and weekends as needed.

WORKING CONDITIONS: Normal; may include standing or sitting for long periods of time, walking, and lifting a maximum of 40 lbs. on occasion.

Hourly Rate: \$16.51-17.12